



## MIAMI-DADE METROPOLITAN PLANNING ORGANIZATION

### PUBLIC RECORDS REQUEST FORM

#### General Information:

- It is the policy of the MPO that all public records requests comply with Florida's Public Records Law, Chapter 119, Florida Statutes.
- Requests for public records may be made in person, over the telephone or in writing to the MPO Board Clerk at: MPO, 111 NW 1<sup>st</sup> Street, Suite 920, Miami, FL 33128; Fax: 305 375-4950; Phone: 305 375-4507. If you wish to submit a written request, this form has been prepared for your convenience.
- Copies of requested documents shall be furnished upon payment of fees prescribed by Section 119.07, Florida Statutes and Miami-Dade County Administrative Order 4-48 (currently \$.15 per single sided copy; \$.20 per double sided copy).
- MPO documents will be made available for inspection at any time, under reasonable conditions and under supervision of inspection by the MPO Board Clerk or designee. It is the requestor's responsibility to schedule an appointment time with the MPO Board Clerk or designee to review MPO documents.

Name of Requestor: \_\_\_\_\_

Company (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Email address: \_\_\_\_\_

Description of records requested:

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